

**Facilities Use Application Form - External use**

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

School & Room requested: \_\_\_\_\_

Date(s) Reservation: \_\_\_\_\_

Start & End Time: \_\_\_\_\_

Intended use: \_\_\_\_\_

Set Up Requirement IT:

- Laptop Cart - If needed, with or without sound?
- Projector
- Microphone
- Wireless Microphone
- Other \_\_\_\_\_

Set Up Requirement Custodian Team:

- Tables - If yes, how many?
- Chairs - If yes, how many?
- Podium (in Auditorium)
- Other \_\_\_\_\_

**Additional questions:**

1. Does your organization carry a liability insurance?\*
2. Is your organization an officially recognized non-profit?\*\*
3. Is admission going to be charged at your event?
4. Is there a donation requested?
5. If you answered "yes" for question 4, will the proceeds be used for your own organization's purposes or charitable purposes?\*\*\*

\* submission of a copy of the liability insurance certificate is compulsory, in order for us to make the reservation.

\*\* if yes, please provide a copy of your Tax Exempt Federal Form

\*\*\* Please provide a short description of the charitable purpose.

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*Facilities Use Policies:*

Facility Usage

The use of all facilities will be at the discretion of the Superintendent and the School Committee. The appropriateness of the activity should adhere to the proper use of a school building or grounds. And the activity should provide the community with artistic, cultural, recreational or educational benefit.

When scheduling conflicts occur, preference will be given to organizations associated with the Nantucket Public Schools.

Food & Drinks

Massachusetts Law prohibits smoking and alcohol on school property, therefore no tobacco products and/or alcoholic beverages are allowed while using any of the Nantucket Public Schools facilities. If alcohol and/or tobacco is found on or around any part of the Nantucket Public School(s), it will be grounds for pulling your permit.

The NHS LGI room should be completely free of any kind of food or beverage.

Liability Insurance Certificate: Police & Fire Prevention Detail

Together with the Facilities Use Request Form, you will need to submit an up to date certificate of liability insurance, with a minimum amount of \$1,000,000 coverage. Combined single limit for bodily injury and property is required (The Town & County of Nantucket and Nantucket Public Schools must be named as additional insured).

Additionally, any event greater than 200 people, will require a Police and Fire Prevention Detail. In this case the event will also require a Nantucket Public Schools security employee, at an additional cost of \$40.- per hour.

Standby Ambulance

In an event greater than 400 people, you will need to schedule a standby ambulance via the Nantucket Fire Department.

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### Usage of School Property/Equipment

School equipment (e.g. tables, chairs, AV/IT equipment, etc.), in any of the Nantucket Public Schools' buildings may be used, however, you will need to let the Facilities Department know what you need. We also need to know whether assistance from our IT department is required.

Auditorium events using lighting/audio services requires the presence of a technician at the rate of \$45.- per hours (min 3hrs). This will be billed separately and for more information, you can contact the IT Director, Jennifer Erichsen, via [erichsenj@nps.k12.ma.us](mailto:erichsenj@nps.k12.ma.us) or **508-228-7280** ext **1213**.

Only authorized employees or hired movers may move or relocate school-owned property (e.g. the piano and other school equipment).

### Supervision

Responsible adult supervision shall be required at all activities for youth groups using the school facilities and shall be provided by the individual or organization using the facility. At the conclusion of the activity, a responsible adult, provided by the user, must remain in the facility until the last youth has safely left the property.

### Application Process

Application for facilities use must be submitted three (3) weeks prior to event date to the Facilities Department, using email address [kremerm@nps.k12.ma.us](mailto:kremerm@nps.k12.ma.us). The request will be forwarded for approval to the Director of Facilities and the Superintendent. The Nantucket Public Schools Facilities Department reserves the right to refuse the use of school property to any and all groups. In the event of any damage to or theft of property the user group will be charged for the cost to replace or repair the damage or theft.

Kitchen rental requires the presence of a NPS kitchen staff member to oversee operations at an additional costs of \$30.- per hour. Because the kitchen staff is managed by the company Chartwells, you will have to contact Food Services Director, Linda Peterson, first, via either [peterstonl@nps.k12.ma.us](mailto:peterstonl@nps.k12.ma.us) or **508-228-7280**, ext **1236**. Once you have the confirmation that she is available, you can submit the Facilities Use Request Form.

All events require the presence of a Custodian and/or Building Supervisor at the cost of \$40.- per hour.

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Cancellation Process

Notice of cancellation of an event by the applicant must be made to the School Department 14 days prior to the event. Cancellations within 14 days will be responsible for the total cost. Reimbursement will be made in full in cases when the building is closed due to inclement weather.

Payments Process

If a fee is applicable for the reservation (see also appendix A for the schedule of fees), an invoice will be issued on the Monday after the event. Payment term is 14 days after the invoice date. Payment will only be possible via check. We don't accept cash or credit card.

*I certify that I am the duly authorized representative of the requesting organization and that I am at least 21 years of age. I will assume responsibility for conforming to the Nantucket Public Schools rules, regulations and policies and any limitations stated in any permit granted as a result of this request. I have read and agree to the attached Indemnity Agreement. I hereby agree to all policies and quoted facilities use fees.*

<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	
<b>Date of Signature:</b>	

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*HOLD HARMLESS INDEMNITY and INSURANCE AGREEMENT*

In consideration of permission to use the public facility described below, the Applicant agrees to save and hold the Town of Nantucket, Nantucket Public Schools, its agents, servants, and employees harmless from any and all liabilities or costs and expenses arising out of use, loss of use of the described premises and/or property or equipment by the Applicant, the Applicant's guests, and/or persons.

The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable), and that the permission is valid only for the activity herein described. Notwithstanding the foregoing, the Hold Harmless agreement shall be applicable to any claim asserted against the Town of Nantucket and/or Nantucket Public Schools, its agents, servants, and employees, and for any loss incurred arising out of the applicant's activity whether or not such claim or loss extends beyond the permitted type of locale of activity or occurs on a different date than specified. The Town and School are not responsible for any loss of or damage to and/or loss of Applicant's equipment. The applicant is responsible for all of their equipment or property while on school premises.

The applicant shall provide to the school prior written proof of Commercial General Liability insurance in the minimum amount of \$1,000,000

CSL (combined single limit) with the Town & Country of Nantucket and Nantucket Public Schools added as additional insured's.

Should the Applicant hire contractors and/or specialists who will be doing installations or renovations on town/school property, the Applicant is responsible for their insurance or making sure these individuals show proof of insurance prior to starting any work along with naming the town and school as additional insured's and giving proof of insurance prior to starting any work along with naming the town and school as additional insured's and giving proof to the school prior to work being started. A minimum insurance requirement is not less than \$1,000,000 general liability and statutory workers compensation and employer's liability insurances.

The Applicant hereby indemnifies the Town of Nantucket and Nantucket Public Schools and assumes full responsibility for any risk as stated in this agreement and for any risk of bodily injury, death, property damage, loss, liability, or cost and expenses that may occur arising out of or related to Applicant's use of or loss of use of these premises.

<b>Premises &amp; Applicant's use of premises:</b>	
<b>Date(s) of Use:</b>	
<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	
<b>Date of Signature:</b>	

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*Note: This page is to be filled out by Facilities Department Administrator.*

Description	Fee
<b>Total Charges</b>	,

Police Detail Required?:  
Fire Prevention Detail Required?:  
Health Department Required?:  
Liability Insurance Certificate Received (and up to date)?:

Approvals:

Superintendent: \_\_\_\_\_

Facilities Director: \_\_\_\_\_

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**Appendix A**

Schedule of Fees:

<b>Facility Name</b>	<b>A usage day</b>	<b>B usage p/h</b>	<b>B usage day</b>	<b>C usage p/h</b>	<b>C usage day</b>
NHS Auditorium	\$0.-	\$300.-	\$1200.-	\$500.-	\$2000.-
NHS ARR	\$0.-	\$100.-	\$250.-	\$120.-	\$500.-
Cafeterias	\$0.-	\$60.-	\$250.-	\$100.-	\$400.-
NHS LGI	\$0.-	\$100.-	\$250.-	\$120.-	\$500.-
Gymnasiums	\$0.-	\$60.-	\$200.-	\$120.-	\$500.-
Kitchens	\$0.-	\$60.-	\$250.-	\$100.-	\$400.-
Football Field	\$0.-	\$100.-	\$400.-	\$150.-	\$600.-
Athletic Field	\$0.-	\$60.-	\$250.-	\$150.-	\$600.-
Lobby	\$0.-	\$50.-	\$200.-	\$90.-	\$350.-
Hallway	\$0.-	\$50.-	\$200.-	\$90.-	\$350.-
Conference Rooms	\$0.-	\$40.-	\$150.-	\$80.-	\$300.-
CPS Dance Studio	\$0.-	\$40.-	\$250.-	\$80.-	\$300
Classrooms	\$0.-	\$40.-	\$150.-	\$80.-	\$300.-

*Notes for fees:*

1. A usage applies to all school related events.
2. B usage applies to non-profits not raising funds.
3. C usage applies to non-profits raising funds and for-profit users.
4. Full Day applies to events greater than three (3) hours and not to exceed specified Facility closing time.
5. Hourly applies to events up to and including three (3) hours.

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**Appendix B**

**To be announced at all public events in the Mary Walker Auditorium**

Ladies and gentlemen, before we begin we have a brief announcement.

In the event of a fire alarm activation or other emergency, immediate evacuation through the closest exit is required.

Please take note of the emergency exits closest to you, as they may not be the same doors through which you entered. Exits are located in the rear of the auditorium, the right and left sides of the stage, and the doors through which you entered. Accessible exits are located to the left of the stage as well as the doors through which you entered.

You may not re-enter the building until the Fire Department has deemed it safe to do so.

Thank you for your cooperation.